

GOVERNMENT OF MAURITIUS

**SCHEME OF SERVICE SPECIFIED UNDER REGULATION 15 OF THE  
PUBLIC SERVICE COMMISSION REGULATIONS**

- Ministry:** Business, Enterprise and Co-operatives (Business and Enterprise Division)
- Post:** Senior Clerk/Word Processing Operator (Ex-SMEDA)
- Salary:** Rs 16,725 x 325 – 17,700 x 375 – 19,575 x 475 – 21,950 x 625 – 23,200 x 775 – 32,500 (08 036 063) (Personal)
- Effective Date:** 06 February 2019
- Qualifications:** By appointment of the Senior Clerk/Word Processing Operator (Personal) on the establishment of the former Small and Medium Enterprises Development Authority who has been redeployed to the Ministry of Business, Enterprise and Co-operatives (Business and Enterprise Division).
- Duties:**
1. To perform clerical duties, including , *inter alia* –
    - (a) preparing, scrutinising and processing documents and records;
    - (b) carrying out registry, simple finance, human resource and procurement and supply duties;
    - (c) drafting replies to correspondence; and
    - (d) assisting in administrative duties within the Ministry and providing general support to administration.
  2. To type and collate official documents.
  3. To maintain files, forms and other materials.
  4. To receive, sort, process mail and to prepare materials for mailing.
  5. To perform word processing and computer/data processing work and to operate telefax and e-mail services.
  6. To replace Confidential Secretaries and Senior Word Processing Operators, as and when required.
  7. To use ICT in the performance of his duties.
  8. To perform such other duties directly related to the main duties listed above or related to the delivery of the output and results expected from the Senior Clerk/Word Processing Operator (Ex-SMEDA) in the roles ascribed to him.



CERTIFIED CORRECT

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D. Gowry (Mrs)  
for Secretary for Public Service

06 February 2019

Date.....